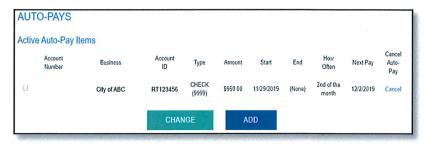
how to:

CHANGE OR CANCEL YOUR PSN AUTO PAY

Step 1.

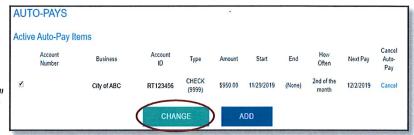
TO CHANGE:

Log in to your PSN account and navigate to Payments>Manage Auto-Pay. If you have an exisiting Auto-Pay, it will be listed on this screen.



Step 2.

To update your Auto-Pay (ex. the amount of your rent has changed), check the box to the left of your active Auto-Pay and click "Change."



Step 3.

Update your information as needed and click "Continue." Then verify your updated information and click "Submit Payment" to confirm your Auto-Pay.



TO CANCEL:

Step 1.

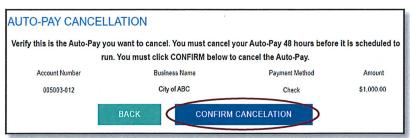
If you'd like to cancel your Auto-Pay, check the box to the left of your active Auto-Pay and click "Cancel."



Step 2.

Complete your Auto-Pay cancellation by clicking "Confirm Cancellation."

NOTE: If you see the message highlighted on the right, you have a payment pending for the Auto-Pay you're cancelling. If you'd like to cancel the pending payment, check the box to the left of the message BEFORE hitting "Confirm Cancellation." Leaving the box unchecked will allow the pending payment to go through.



Below is a payment which is for the Auto-Pay you are canceling. Check the box if you want to cancel the payment. If you want the payment to run, leave the box unchecked. You must click CONFIRM below to cancel the payment.

Account Number Business Name Amount Payment Date Payment Status

005003-012 City of ABC \$1,000.00 11/15/2019 Pending

Verify this is the Auto-Pay you want to cancel. You must cancel your Auto-Pay 48 hours before it is scheduled to run. You must click CONFIRM below to cancel the Auto-Pay.

